**The Forward Trust Job Description**

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| **Position Title:** | **Counsellor** | **Reports to:** | **Lead Practitioner** |
| **Location:**  **Community Rehabilitation & Psychosocial Intervention Service, Essex** | | | |

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| **Introducing Forward Trust** |

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

To work as part of the counselling team to deliver either:

* the SHARP programme (Self Help Addiction Recovery Programme) including case managing clients; or
* high-intensity, psychosocial counselling in the community.

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| **Accountabilities** |

* To participate in the assessment and risk assessment of applicants to the programme
* To plan and facilitate group therapy sessions and psycho-educational workshops using recognised theoretical frameworks and the SHARP model.
* To hold a caseload of clients to whom 1:1 counselling is provided
* To provide high-intensity counselling to clients in the community
* To facilitate community meetings
* To collaboratively devise treatment plans with clients
* To carry out drug and alcohol screening tests
* Produce client files, case notes and update the client database.
* Facilitate family conferences with clients, carers and family members
* Ensure that all clients leaving the programme have agreed plans for their continuing care and support.
* Identify safeguarding issues and report them to the relevant body
* Participate in all team meetings, case management meetings, and care reviews
* Attend clinical supervision, progress reviews and staff support sessions.
* To pursue a programme of personal and professional development.
* To liaise with other relevant professionals and stakeholders
* To liaise fully with other project staff
* To liaise with and represent The Forward Trust to other organisations for the benefit of clients and promote its services to stakeholders
* To attend staff meetings, supervision groups, staff support sessions, development days, forums and training as required.
* To undertake other tasks and duties as may be required from time to time by the Lead Practitioner and/or Service Manager
* To work occasional evenings and weekends on a rota basis
* Occasional travel to other sites, for which travel expense will be reimbursed.

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| **Role Criteria** |

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| **Criteria Requirement** | |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** | |
| **A** | **Application** |
| **I** | **Interview** |
| **T** | **Test** |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Knowledge, Skills and Experience** | | |
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| Previous experience of working within a community or residential substance misuse treatment service. | E | A/I |
| Experience of carrying out needs and risk assessments. | E | A/I |
| Experience of facilitating groups and psycho-educational workshops | E | A/I |
| Experience of facilitating structured family meetings | D | A/I |
| A working knowledge of the 12-step and ITEP Programme | D | A/I |
| A working knowledge of motivation enhancement and cognitive-behavioural interventions | E | A/I |
| Ability to be empathetic to clients whilst at the same time maintaining clear professional boundaries | E | A/I |
| Good organisation of records and data in line with data protection legislation | E | A/I |
| Working knowledge of child/adult safeguarding and incident reporting protocols and procedures | E | A/I |
| Ability to maintain the principles of confidentiality in all areas of work | E | A/I |
| Experience of using an electronic case management system to document client records | D | A/I |
| Ability to assess the needs of clients and signpost them to other services as appropriate | E | A/I |
| Local knowledge of community resources including a working knowledge of the Essex treatment pathways | D | A/I |
| Knowledge of a range of issues and services including mental health, substance misuse, housing and benefits | D | A/I |
| **Personal Attributes** |  |  |
| Ability to maintain the principles of confidentiality in all areas of work | E |  |
| Commitment to continuing learning and development to improve skill base | E |  |
| Open and non-judgemental attitude towards clients and their families | E |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E |  |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E |  |
| **Adaptability** – Can work in fast-paced changing environments | E |  |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E |  |
| **Team Work** – Works in harmony with colleagues to deliver results | E |  |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E |  |
| **Innovative –** Continually searching for better ways of working | E |  |
| **Qualification** |  |  |
| Possession of a recognised counselling degree/diploma (Level 4 or above) | E |  |
| Accreditation with a recognised counselling body | D |  |